



RECRUITMENT OF DRIVER

Notification No. C-36/2019-IIMK.HR

Indian Institute of Management Kozhikode invites online applications for the contractual position of Driver.

No. of Vacancy	01 (one)
Qualification	Pass in SSLC or equivalent with a valid Driving License for Heavy Motor Vehicles/ Heavy Passenger Motor Vehicles (HMV/HPMV). <i>(Candidates with good English and Hindi communication skills are preferred)</i>
Experience	Minimum 05 years of experience in driving heavy motor vehicles.
Requirements at the position	<ul style="list-style-type: none">• Driver's responsibility includes operating staff & student bus.• Adhering to assigned routes and following time schedules.• Picking up faculty/staff/guests.• Picking up office purchases or other administrative needs.• Assist clients with loading and unloading their luggage• Availability to occasionally take weekend and night shifts• A polite and professional character• Ability to remain calm in stressful driving situations• Ensuring complete safety and operational check of the vehicle before each trip.• Maintaining the vehicle safe and clean• Abiding by all transportation laws and maintaining a safe driving record.
Consolidated Monthly Remuneration	₹ 18,300/- (including ₹300/- towards telephone allowance)
Maximum Age Limit	40 years
Date & time for Driving test and Interview	To be announced

GENERAL INFORMATION AND CONDITIONS:

1. Selection will be made on the basis of driving test and subject to verification of certificates. Candidates possessing the requisite eligibility criteria mentioned above will only be called for driving test. The date and venue of the tests will be intimated separately. No intimation will be sent in respect of other applicants who are not eligible.
2. Interested and eligible candidates may submit online applications at the careers page of website link <https://iimk.ac.in/> upto 09-11-2019.

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3. Candidates who have submitted their applications are advised to regularly visit our website/ check their emails for getting updates regarding date of interview/ interview call /changes in interview schedule.
4. After online submission, candidates should take a print-out of the application form. This application form (print-out) duly accompanied by self-attested copies of driving license, experience certificate, marksheets & certificates of educational qualifications, etc. should be produced at the time of document verification. Original certificates should also be furnished for verification purpose.
5. Application without signature, or incomplete in any other aspect will be summarily rejected.
6. Canvassing in any form and/or bringing in any influence, political or otherwise will automatically disqualify the candidate for the post.
7. Maximum age limit is 40 years as on date of notification. Age relaxation as per Government of India norms will apply on production of relevant certificates at the time of interview.
8. The engagement to the above post will be purely on contractual basis and selected person will have no right/claim for continuation or regular appointment.
9. The Institute has right to cancel the selection process at any stage without assigning any reasons.
10. No TA/DA will be paid for attending the interview.
11. Decision of the Director, IIMK regarding the selection will be final. No Query would be entertained.

Dated: 04-11-2019



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Senior Administrative Officer- HR